



City of Plano, Texas

Hotel Occupancy Tax Report

Due Date - 30 days after month end

Hotel Name: ABC Hotel
 Owner Name: Hospitality Group
 Hotel Address: 1234 Plano Rd
 Mailing Address (if different): 5678 XYZ Ave
 Month/Period Ending: January 2014
 Submitted By: J. Example

(A) Gross Sales Receipts:	<u>200,000</u>	
(B) Less Tax Exemptions:	<u>5,270</u>	
(C) Total Taxable Receipts:	<u>194,730</u>	
(D) Tax Rate:		<u>.07</u>
(E) Amount of Tax Collected:	<u>13,631.10</u>	
(F) *Less 1% credit for Prompt Payment:	<u>136.31</u>	
(G) Total Tax Remitted:	<u>13,494.79</u>	
(H) Number of room days rented:	<u>2600</u>	
(I) Number of rooms available:	<u>100</u>	
(J) Number of days in month:	<u>31</u>	<u>(H)</u>
(K) Monthly Occupancy Rate:	<u>83.87%</u>	<u>(I x J) = (K)%</u>

I declare, under the penalties for filing false reports, that this return (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is a true, correct, and complete return. If the return is prepared by other than the taxpayer, his declaration is based on all the information relating to the matters required to be reported in the return of which he/she has knowledge.

Prepared By: Suzy Q.
 Name
(123) 456-7891
 Telephone Number

Tax Accountant
 Title
SuzyQ@ABCHotel.com
 Email Address

Signature: Suzy Q.

Date: 1/31/14

Mail report, supporting documentation for exemptions, and check to:

City of Plano
 Attn: Hotel Occupancy Tax
 P.O. Box 860358
 Plano, TX 75086-0358

**This form must be completed in its entirety to be eligible for the 1% prompt payment credit.*

